

MINUTES OF THE PLANNING COMMISSION MEETING HELD MAY 4, 2005, AT
6:00 pm, IN THE COTTONWOOD HEIGHTS CITY COUNCIL CHAMBER

PRESENT: Jim Keane, Jerri Harwell, J.Thomas Bowen, JoAnn Frost, Sue Ryser,
Blaine Davis, Doug Haymore

EXUSED: Geoff Armstrong, Gordon Nicholl

STAFF: Kevin Smith, Candida Tanner

OTHERS: Kevin R. Bowers, Gay & Wayne Jensen, Richard Raule, Tracy Rawle,
Cort Walker, Doug Shelby, Robert Wedley, Merrill Harsh,

1.0 APPROVAL OF AGENDA

1.1 J. Thomas Bowen welcomed everyone and explained the duties of the Planning Commission. The agenda was approved as distributed.

2.0 PUBLIC COMMENT

2.1 No public comment was received.

**3.0 REVIEW OF NEW DRAFT OF THE PROPOSED COTTONWOOD
HEIGHTS SIGN ORDINANCE**

3.1 Kevin Smith passed out the proposed Sign Ordinance to the Planning Commission and those in attendance.

3.2 Kevin Bowers, referred to a letter he had submitted earlier in the day.

Community Development Director Kevin Smith explained that the letter involved a sign issue, but was not directly related to the proposed sign ordinance.

Mr. Bowen suggested that this issue be placed on an upcoming agenda.

3.3 Mr. Smith explained that the proposed sign ordinance was drafted by City Planner Michael Black and asked the Commissioners to review the draft in order for discussion at the next Planning Commission meeting.

Doug Haymore joined the meeting at 6:15 p.m.

3.4 Tracy Rawle, RITTA, LLC, asked if the sign ordinance included a proposal that would not allow a retail business to face a sign toward a street, noting this would be a problem for any business.

Mr. Smith stated that the Planning Commission will review the proposed ordinance at their next meeting and suggested that those interested attend that meeting.

3.5 Mr. Smith reviewed the proposed sign ordinance

3.6 Mr. Bowen opened the time for public comment. No comments were received. Mr. Bowen asked that everyone review the proposed ordinance and submit questions or additional changes in writing to Kevin Smith or Michael Black.

4.0 **REVIEW AND ADOPTION OF PLANNING COMMISSION POLICIES AND PROCEDURES**

4.1 Jim Keane asked if the public could add items to the agenda, or whether just the Planning Commission could add items.

After discussion it was determined that the public should be making their comments during the "Public Comment" time and that only the Planning Commission could recommend changes to the Agenda.

4.2 **MOTION:** JoAnn Frost moved that Page 5, Item B. "Approval of Agenda" be removed as an agenda item and that the remaining items be renumbered. The motion was seconded by Doug Haymore and passed unanimously on a voice vote.

4.3 **MOTION:** Doug Haymore moved that Page 5, Item C. "Public Comment" be removed from the Agenda. The motion was seconded by JoAnn Frost. He stated this is not required by law and that each agenda item provides for public comment.

Jim Keane explained that there could be a situation where someone wanted to talk about an item that was relevant to the Planning Commission, but not an agenda item and questioned whether the topic would have to be made an agenda item in order to talk about it.

Doug Haymore responded that if it is relevant to the Planning Commission, it needs to be properly noticed, before the Planning Commission can address the issue.

Mr. Bowen said that in his view, because of the uniqueness of the City, there is a political benefit to let people come and address the Planning Commission with concerns, refer the item to Staff, and let them handle the situation.

JoAnn Frost said that those comments should come to staff.

Mr. Bowen said that it empowers the residents and makes them feel that they are being heard.

Mr. Haymore said that people need to understand where they can effect the differences they want to effect. The Planning Commission can hear from people, but can not act.

Mr. Smith said that there are questions that will come up such as proposed code changes that do not require an application or fee. He stated that the Planning Commission is within their rights to listen to the public and formulate options and give comment.

Mr. Bowen stated that he believes that public comment should be heard, questions asked, and direction given to Staff so that the process can be followed.

Mr. Keane said that the "Public Comment" item should actually state that the comments are for information only, so that people know that there will be no decisions or recommendations made.

Mr. Haymore withdrew his motion. JoAnn Frost concurred.

- 4.4 **MOTION:** Jim Keane moved that Page 5, Item C. "Public Comment" be changed to read "Public Comment for Information Only". The motion was seconded by Doug Haymore and passed unanimously on a voice vote.
- 4.5 **MOTION:** Doug Haymore moved to forward the "Planning Commission Rules and Procedures" to the City Council for their approval, as soon as the approved language is inserted in the document. The motion was seconded by JoAnn Frost and passed unanimously on a voice vote.
- 4.6 JoAnn Frost suggested that a form be created to handout to the public explaining the procedure.
- 5.0 **REVIEW OF PROGRESS ON THE COTTONWOOD HEIGHTS GENERAL PLAN**
- 5.1 Doug Shelby, Walker Development expressed concerns on the General Plan. There was an understanding that major landowners were to be contacted for their input into this plan. He stated that he received no notice, but did attend a Neighborhood meeting.

Mr. Bowen stated that Mr. Shelby is a major player and the City wants to hear his ideas on the General Plan. He suggested he meet with Kevin Smith to give his input.

Mr. Shelby also understood that Wasatch Pacific would be coming to the City with a revised subdivision plan. He stated he wants to be involved because he owns the abutting property.

Mr. Smith said that project was finalized by the County. The City received a letter from Salt Lake City yesterday, stating that the water problems have not been worked out, but the City is confident they will be. The developer is anxious to have a preconstruction meeting and start building, but the City will do no permitting until the water issues are completed.

Doug Shelby stated that they have never received any formal requests regarding the gun club and changes that need to be made to make it safe for the new subdivision going in next to it. Mr. Smith will follow up on this issue.

- 5.2 Kevin Smith asked the Commissioners to look at the maps on display and make comments on them. Mr. Smith reviewed each map.

6.0 **OTHER BUSINESS (REPORTS BY COMMISSIONERS)**

- 6.1 No other business was discussed.

7.0 **COMMUNITY DEVELOPMENT DIRECTOR'S REPORT**

- 7.1 **Update on City Council Action:** Mr. Smith will update the Planning Commission on actions taken by the Council on planning items.
- 7.2 **Work Program for Ordinance Amendments:** Mr. Smith said the work program has not yet been completed and will bring it to the Planning Commission when ready.
- 7.3 **Review of Rules of Conduct for the Planning Commission Meetings:** Kevin distributed the rules of conduct used by Salt Lake County.

Jim Keane asked that bullet two include stating that if the speaker is a representative of a business entity, that they give the name of the business and the position they hold; and that bullet four give an indication of how many people are being represented.

It was determined last week the time for citizens would not be stated in writing.

Kevin will correct the "Rules of Conduct for the Planning Commission Meeting" and have it available next week.

8.0 APPROVAL OF MINUTES

8.1 There were no minutes received for review and approval.

9.0 ADJOURNMENT

9.1 **MOTION:** Jerri Harwell moved to adjourn. The motion was seconded by JoAnn Frost and passed unanimously on a voice vote. The meeting adjourned at 7:05 p.m.